

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is: www.GSAAdvantage.gov

The Professional Services Schedule (PSS)

FSC Group: **99**

FSC/PSC Code: **R499**

Group Name: **Mission Oriented Business Integrated Services (874)**

FSC Class(es)/Product code(s) and/or Service Codes (as applicable): **R499**

Contract number: GS-10F-0288M

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fss.gsa.gov.

Contract period: **May 15, 2007 through May 14, 2017**

Prices Shown Herein are Net(discount deducted)

ASHLIN Management Group, Inc.

6301 Ivy Lane, Suite 812

Greenbelt, MD 20770

P:(301) 345 – 8357

F:(301) 345 – 8269

www.ashlininc.com

Contract Administrator: Samuel Y. Botts, Sr.

Chief Administrative Officer

sybotts@ashlininc.com

Business size: **woman-owned, small disadvantaged**

Who We Are

"Helping communities to help themselves"

Helping communities to help themselves is the founding principle upon which ASHLIN has built its reputation since 1996. Today, ASHLIN is a leader in its field, serving clients in both the public and private sector. From high profile projects with the Federal Government to grassroots projects on the local level, ASHLIN remains versatile in its capacity to effectively manage programs that improve the lives of individuals, families,

CUSTOMER INFORMATION

- 1a. Table of awarded special item numbers with appropriate cross-reference to item descriptions and awarded prices page numbers:

| SPECIAL LINE ITEM NUMBERS (SINS) | AWARDED PRICES | ITEM DESCRIPTIONS |
|--|----------------|-------------------|
| 874 1/874 1RC Integrated Consulting Services | Page 7 | See pages 8 - 16 |
| 874 4/874 4RC Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships | Page 7 | See pages 8 - 16 |
| 874 6/874 6RC Acquisition Management Support | Page 7 | See pages 8 - 16 |
| 874 7 /874 7RC Integrated Business Program Support | Page 7 | See pages 8 - 16 |

- 1b. Identification of the lowest hourly rate for each special item number awarded in the contract:
Page 7
- 1c. A description of all offered labor categories, experience, functional responsibility and education:
Page 8-16
2. Maximum order: \$1,000,000
 3. Minimum order: \$100.00
 4. Geographic coverage (delivery area): Domestic only
 5. Point(s) of production (city, county, and State or foreign country): Same as company address
 6. Discount from list prices or statement of net price: Government net price (discounts already deducted). See the following
 7. Quantity discounts: None offered
 8. Prompt payment terms: Net 30 days
 - 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes
 - 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will accept over \$2,500
 10. Foreign items (list items by country of origin): None
 - 11a. Time of delivery. (Contractor insert number of days.): Specified on the Task Order
 - 11b. Expedited Delivery: Contact Contractor
 - 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
 - 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Contractor

12. F.O.B. point(s): Destination

13a. Ordering address(es):

| MAIL ORDERS | EMAIL ORDERS | FAX ORDERS |
|--|-----------------------|--|
| ASHLIN Management Group, Inc. 6301 Ivy Lane, Suite 812 Greenbelt, MD 20770 ATTN: Samuel Y. Botts, Sr. | sybotts@ashlininc.com | (301) 345 – 8269 ATTN: Samuel Y. Botts, Sr. |

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es): Same as company address

15. Warranty provision: Contractor's standard commercial warranty

16. Export packing charges, if applicable: N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contract Contractor

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at:
www.Section508.gov/.

25. Data Universal Number System (DUNS) number: 17-5897388

26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

Who We Are

"Helping communities to help themselves"

As a woman owned, small and disadvantaged business, clients look to ASHLIN Management Group to provide leadership in the development of technical assistance, program management and support, and policy development, targeting underserved populations with a level of quality and passionate commitment to excellence unsurpassed by its competitors. There are many challenges today to achieving health and security, particularly for underserved communities, which in order to address effectively requires innovation, experience, and commitment. ASHLIN has a long and successful track record of developing culturally competent solutions hand-in-hand with communities in need and the agencies that serve them, using proven methodologies and the most up-to-date technologies. Clients turn to ASHLIN to assist them with a wide range of priorities, including creating access to and improving the delivery of health and social services, developing, refining and expanding education, training and employment opportunities, and strengthening organizational capacity and augmenting staff.

COMPANY OVERVIEW

ASHLIN Management Group, Inc., a nationally recognized human services management firm, provides technical assistance, training, evaluation, quality assurance, and administrative and logistical support to the federal government, state and local governments, corporations, and community-based organizations. Founded in 1996, ASHLIN is a woman-owned small and disadvantaged business that successfully graduated the U.S. Small Business Administration's (SBA) 8(a) Business Development Program in April, 2013. Our mission is to enhance the quality of life for children, youth, families, and individuals across the country through partnerships and a collaborative, interagency model. With special expertise in cultural competency, we have a well-established track record serving diverse organizations and constituencies. Our expert team of managers, researchers and evaluators, communications specialists, subject matter experts, case managers and administrative staff deliver top quality services and products, to support our client's varied activities and needs.

ASHLIN has a rich and successful history of helping communities to help themselves through capacity building and education, and a strong expertise in providing culturally competent, innovative, and effective technical and administrative support services to Federal agencies, state governments and local health departments, nonprofit organizations, and a wide range of private sector clients. Our success in the small business arena, deep experience in providing culturally competent project management, customer satisfaction and quality assurance assistance to our clients, professional integrity, and commitment to quality-driven, cost-efficient services makes us an ideal choice to provide a range of technical and professional services.

Our consulting services go beyond recommending solutions to full service implementation, and our efficient data management system drives our model for successful outcomes. Because of our demonstrated experience with both urban and rural populations and cultural diversity, ASHLIN is trusted by Federal agencies and state and local governments to plan and evaluate programs and services, develop quality improvement systems, and design and conduct staff trainings. ASHLIN not only delivers top quality services, we also coordinate diverse teams, including external consultants, in selecting the most appropriate and responsive resources to support our clients' varied activities and needs.

Validated Technical Approaches and Methodologies.

We have delivered services to the CDC and other Federal clients in the areas of outcome and impact evaluation. Our evaluation approaches have been tested and validated with field experience.

Experience Conducting Quality Reviews and Evaluating Customer Satisfaction. Understanding customer satisfaction is key to any Federal agency's success. ASHLIN has reviewed programs and services and determined customer satisfaction levels for a wide array of governmental and nongovernmental clients.

Quality Assurance Expertise. Ensuring quality is the cornerstone of ASHLIN's success. An indicative measure of how our clients value our work is the volume of follow-on and repeat work we do. Nearly 90 percent of our current contracts are based on follow-on work.

National Reputation of the ASHLIN Staff. Our staff is recognized throughout the industry as experts in their fields. These individuals include quality improvement specialists, program evaluators, and program planners.

ASHLIN has significant experience in providing training, evaluation and technical assistance to organizations that work with special or at-risk populations, including adolescents and youth, racial/ethnic minority, and urban and rural populations, as well as communities affected by HIV/AIDS, domestic violence, and low educational attainment. Recognizing the importance of cultural competency in the delivery of services, ASHLIN integrates these principles into all of our program development, training and consultation services.

The breadth of Mission Oriented Business Integration Services provided by ASHLIN to government and community-based organizations includes:

- strategic planning
- assessments & consultation for small businesses/CBOs to improve service delivery and address funding needs in both urban and rural locales
- case management services for mentally retarded or developmentally delayed individuals & families enrolled in the foster care and child support systems
- policy development and training to agencies working in the fields of public health, education, workforce development, and child support
- outcomes tracking
- database development as a component of quality management consultation
- training and technical assistance to agencies to increase capacity for provision of culturally competent and cost-efficient service delivery
- prevention programs
- interventions
- outreach and education for at-risk adolescents and families.

This breadth of service capability—policy analysis, training, performance measurement and technical consultation—coupled with the ability to respond swiftly to client needs is unparalleled by any other firm of similar makeup.

ASHLIN has been a small business pioneer in establishing successful program models that can be replicated. For example, ASHLIN, as the prime contractor to the Centers for Disease Control and Prevention's (CDC) National Center for HIV, Viral Hepatitis, STD and TB Prevention, worked with national committees to develop educational messages and outreach campaigns for racial/ethnic communities around HIV/AIDS prevention, which were then replicated or adapted by community-based organizations and health departments in urban and rural locales. On this same contract vehicle, ASHLIN recently developed a "how to" guide for agencies to increase their capacity with delivering HIV prevention interventions for young, gay and bisexual Latino and Black men. For the Department of Labor, Office of Job Corps, which serves a young adult, diverse, at-risk population, ASHLIN is developing standards-based education and training programs that will be replicated and delivered at Job Corps centers nationwide, in both urban and rural environments.

ASHLIN offers the following labor categories and rates for SIN 874-1/1RC, 874-4/4RC, 874-6/6RC, 874-7/7RC

| Labor Category Offered | GOVERNMENT HOURLY RATE | SIN |
|--|------------------------|--|
| Subject Matter Expert I | \$130.29 | 874-1/874 1RC, 874-4/874 4RC, 874-6/874 6RC, 874-7/874 7RC |
| Subject Matter Expert II | \$141.27 | 874-1/874 1RC, 874-4/874 4RC, 874-6/874 6RC, 874-7/874 7RC |
| Subject Matter Expert III | \$157.58 | 874-1/874 1RC, 874-4/874 4RC, 874-6/874 6RC, 874-7/874 7RC |
| Subject Matter Expert IV | \$173.88 | 874-1/874 1RC, 874-4/874 4RC, 874-6/874 6RC, 874-7/874 7RC |
| Program Manager | \$275.69 | 874-1/874 1RC, 874-4/874 4RC, 874-6/874 6RC, 874-7/874 7RC |
| Project Specialist | \$ 71.79 | 874-1/874 1RC, 874-4/874 4RC, 874-6/874 6RC, 874-7/874 7RC |
| Financial Business Manager | \$106.54 | 874-1/874 1RC, 874-4/874 4RC, 874-6/874 6RC, 874-7/874 7RC |
| Curriculum Development/Training Specialist | \$ 81.27 | 874-1/874 1RC, 874-4/874 4RC, 874-6/874 6RC, 874-7/874 7RC |
| Administrative Assistant** | \$ 48.90 | 874-1/874 1RC, 874-4/874 4RC, 874-6/874 6RC, 874-7/874 7RC |

| SCA Matrix | | |
|--|-----------------------------|-----------|
| SCA Eligible Contract Labor Category | SCA Equivalent Code - Title | WD Number |
| Administrative Assistant** | Secretary II | 05-2103 |
| <p>**The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly."</p> | | |

LABOR CATEGORY DESCRIPTIONS

Subject Matter Expert I

Experience:

Eight (8) years of experience within the area required.

Functional Responsibility:

Confers with client management to understand the client's strategic business goals and strategies. Analyzes client requirements and recommends development or acquisition strategies. Assists clients in developing strategic plans and concepts. Advises client on the impact of new legislation or new technologies that are relevant to their agency. Demonstrates exceptional oral and written communication skills. Possesses requisite knowledge and expertise to be recognized in the professional community as an "expert" in the technical/specialty area being addressed.

Education:

Bachelor's degree. A Master's degree may be substituted for two (2) years of experience; a Ph.D., MD or JD may be substituted for up to five (5) years of experience. Relevant experience above the minimum required may be substituted for each year of required education.

Subject Matter Expert II

Experience:

Ten (10) years of experience within the area required.

Functional Responsibility:

Confers with client management to understand the client's strategic business goals and strategies. Analyzes client requirements and recommends development or acquisition strategies. Assists clients in developing strategic plans and concepts. Advises client on the impact of new legislation or new technologies that are relevant to their agency. Demonstrates exceptional oral and written communication skills. Possesses requisite knowledge and expertise to be recognized in the professional community as an "expert" in the technical/specialty area being addressed.

Education:

Bachelor's degree. A Master's degree may be substituted for two (2) years of experience; a Ph.D., MD or JD may be substituted for up to five (5) years of experience. Relevant experience above the minimum required may be substituted for each year of required education.

Subject Matter Expert III

Experience:

Ten (10) years of experience within the area required.

Functional Responsibility:

Confers with client management to define the client's strategic business goals, and advises in the reengineering of business processes to meet these goals. Analyzes client requirements and recommends development or acquisition strategies. Assists clients in developing strategic plans and concepts. Advises client on the impact of new legislation or new technologies that are relevant to their agency. Demonstrates exceptional oral and written communication skills. Recognized in the professional community as an "expert" in the technical/specialty area being addressed.

Education:

Master's degree. A Ph.D., MD or JD may be substituted for up to five (5) years of experience. Relevant experience above the minimum required may be substituted for each year of required education.

Subject Matter Expert IV

Experience:

Twelve (12) years of experience within the area required.

Functional Responsibility:

Confers with client executive management using line of business expertise to define the client's strategic business goals, and advises in the reengineering of business processes to meet these goals. Analyzes client requirements and recommends development or acquisition strategies. Assists client in developing strategic plans and concepts. Advises client on the impact of new legislation or new technologies that are relevant to their agency. Demonstrates exceptional oral and written communication skills. Recognized in the professional community as an "expert" in the technical/specialty area being addressed.

Education:

Master's degree. A Ph.D., MD or JD may be substituted for up to five (5) years of experience. Relevant experience above the minimum required may be substituted for each year of required education.

Program Manager**Experience:**

Ten (10) years of experience in relevant program area and a minimum of five (5) years of experience in program management.

Functional Responsibility:

The Program Manager functions at a senior level and serves as the lead point of contact and primary client interface for all program related issues. Oversees full life cycle development and implementation program and technical activities to ensure successful project execution and meeting of requirements. Performs all program/project management functions including work breakdown and cost estimation, scheduling, monitoring and tracking of technical progress against the defined timetables and budgets, and staff assignment and development. Leads and directs the successful delivery of application development, systems integration, and product installation/customization services while ensuring that assigned projects adhere to the approved life cycle work patterns, standards, and procedures for solution delivery. Supervises and manages all staff assigned to the project, assigns and directs their activities. Ensures that the Project is in compliance with all applicable requirements of the contract, State and Federal regulations, as well as all ASHLIN standards and procedures and the terms and conditions of the RFP and proposal. Performs onsite Project Management. Monitors and manages budgetary and financial aspects of the project to ensure that expenditures are contained within budget limitations. Prepares all required management, status, and other reports in the formats and per the schedule requested. Ensures that all Projects are in compliance with all applicable requirements of the contract (PRH, PAG and Policy's). Manages work plan and work flow charts, administers, and oversees the day-to-day aspects of the Project or contract, providing leadership on all major project activities and deliverables. Performs other duties as assigned by management.

Education:

Minimum Master's degree and knowledge and experienced in formal project management practices similar to those published by the Project Management Institute (PMI). A Ph.D., MD or JD may be substituted for up to five (5) years of experience. Relevant experience above the minimum required may be substituted for each year of required education.

Project Specialist

Experience:

Five (5) years of experience relevant to the program area required.

Functional Responsibility:

The Senior Project Specialist assists in the daily operation of ASHLIN Support Contracts for federal, state and local government programs and commercial clients. The Project Specialist participates as a team member in the strategic planning and implementation of program and policy developments to improve client program performance and ensure timely production of quality deliverables as required. The Project Specialist may create project work plans and revise as appropriate to meet changing needs and requirements; prepare deliverables on time, as assigned by the program manager or team lead; prepare written reports, summaries and other documents; ensure project documents are error-free, complete, current, and archived appropriately; and update and maintain critical databases as required. Additionally, the Project Specialist may promote and support high quality work products of ASHLIN core programs by analyzing available management information, developing tools and identifying alternative processes to monitor and improve performance and mitigate potential performance risks; and collect, analyze and report performance indicators and management information for all ASHLIN programs to ensure statutory, regulatory and contractual compliance and goal achievement.

Education:

Bachelor's degree in business, information science, statistics, math, computer programming or subject area related to program required. A Master's degree may be substituted for two (2) years of experience; a Ph.D., MD or JD may be substituted for up to five (5) years of experience. Relevant experience above the minimum required may be substituted for each year of required education.

Financial Business Manager

Experience:

Ten (10) years program control experience required.

Functional Responsibility:

The Financial Business Manager (FBM) is responsible for the financial management of contracts ensuring performance is within cost, on schedule and meets management goals. The FBM must ensure contracts are conducted within the Federal Acquisition Regulations (FAR) standards by establishing and maintaining professional relationships with various agencies. Additional responsibilities include generating and submitting formal cost proposals which represent current, complete and accurate data; supporting negotiation of proposals submitted; following contract award, the FBM will establish internal budgets and use financial management tools to report contract cost and schedule performance; participation in setting the baseline and supporting the cost account managers in monthly variance analysis reporting; and preparing quarterly estimates at completion (EACs).

Education:

Bachelor's degree in Finance or Accounting required. A Master's degree may be substituted for two (2) years of experience; a Ph.D., MD or JD may be substituted for up to five (5) years of experience. Relevant experience above the minimum required may be substituted for each year of required education.

Curriculum Development/Training Specialist

Experience:

Five (5) years of experience in developing standards-based education and training curricula.

Functional Responsibility:

The Curriculum Development/Training Specialist oversees and assists with the implementation of various standards-based education and training curricula; implements evidence-based teaching and learning strategies; may conduct both academic and technical training; teaches standards-based curriculum and best practice instructional methods to instructors and mid-level management staff; and utilizes whole-brain (active learning) teaching methodologies that produce a more balanced use of visual, auditory, and kinesthetic learning techniques when required.

Education:

Master's degree in education. A Ph.D., MD or JD may be substituted for up to five (5) years of experience. Relevant experience above the minimum required may be substituted for each year of required education.

Administrative Assistant

Experience:

Two (2) years administrative experience within the industry.

Functional Responsibility:

Works under general supervision in performing moderately complex administrative duties and assists in specific tasks of a more complex nature. He or she performs administrative functions related to management policies and general project operations.

Education:

High School. An Associate's Degree or above may be substituted for experience.